



# Instructions

## Enrollment Process:

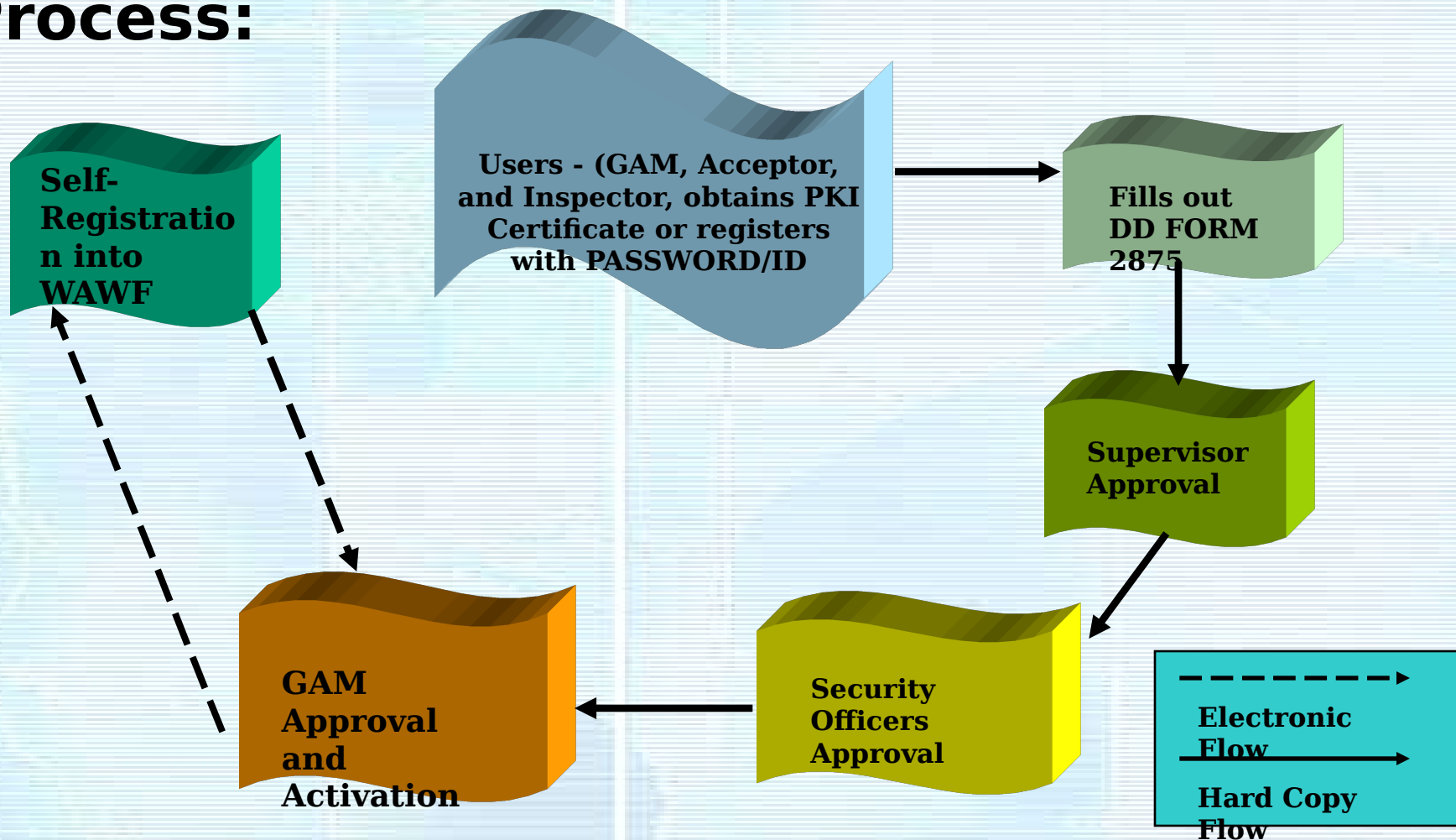
- **Complete System Authorization Access Request (SAAR) DD FORM 2875- record in block #13**
  - **Role to perform, your unit Email address, DODAAC(s) to manage, MACOM, and Activity's location**
- **Signs form and obtain supervisor's signature**
- **Obtain your Activity Security Officers Approval for a local background investigation**
- **Submit DD FORM 2875 to MACOM or Region GAM**
- **Self registers at Homepage <https://wawf.eb.mil>**



**U.S. Army Contracting Agency**




# Group Administration Instructions (GAM) DD FORM 2875 & Self Registration Process:





# WAWF Process Overview – Self Registration

- 
- For All Roles
  - Self Registration
  - Logon (PKI or User ID Password)
  - Add Additional Roles
  - Group Administrator Functions
  - Email management by Location Code
  - User Activation/Deactivation
  - Password Changes
  - Government Inspector/Acceptor Functions
  - Create Receiving Report
  - View & Accept Document



Go to Website – <https://wawf.eb.mil>, Click on Self Registration

**U.S. Army** Ensure your not on the training Website




All  
Roles  
Logon

Wide Area Work Flow Version 3.0 - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

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**Wide Area WorkFlow**

Release 3.0.1.1

**System Message:**  
**NOTICE**  
**We are experiencing some problems with the WAWF Local Director.**  
**If you are unable to logon through <https://wawf.eb.mil>, please log onto the WAWF server directly at <https://uogda801.ogden.disa.mil>**

[Logon](#) to WAWF-RA (Registered user only)  
[Self Register](#) to use WAWF-RA (New users)\*  
[Help](#) with registration for access to WAWF-RA

**\*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."**

Start Windows... My Comp... New RR... WAWF 3... WAWF 3... Wide Ar...

Internet 6:58 AM



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**Warning - DO NOT to use Browser buttons Only WAWF**

All  
Roles  
Logon

**Action Buttons. Click on OK**

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**Wide Area WorkFlow**

Release 3.0.1.1

**Microsoft Internet Explorer**

**WARNING!**

Please DO NOT use the browser BACK BUTTON within the WAWF application.

The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.

Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.

DO NOT use the backspace key in any uneditable field, as this will function as the back button.

Where they exist, use the RETURN or CANCEL buttons to return to a previous page within the WAWF application.

**OK**

**\*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."**

<https://wawf.eb.mil/servlet/Logon?frame=y>

Start Windows... My Comp... New RR... WAWF 3... WAWF 3... Wide Ar... Untitled -...

Internet 72° 7:09 AM



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# Fill in Data Fields to Register


All  
Roles  
Logon

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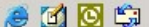
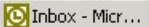
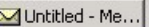


## WAWF Self Registration

\* indicates mandatory field

<b>First Name *</b>	<b>Last Name *</b>
Bill-Bob	Norton
<b>Commercial Telephone *</b>	<b>DSN Telephone</b>
999-999-9999	471-9999
<b>Rank/Grade (Mandatory for Government Users)</b>	<b>E-mail Address *</b>
SES	Willie.Norton@amedd.army.mil
<b>Job Description *</b>	<b>Title *</b>
Ft Sam Houston, TX (MCRM-F)	Here For The Day

[Continue](#) [Return](#)

Indicate Post/Installation and Office Symbol

Start |  |  |  |  | Wide Area Work Flow Version 3.0 - Microsoft Internet Explorer provided by FSH C |  | 87° 4:24 PM



# Select User ID/Password or PKI

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**Certification**




All  
Roles  
Logon

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### WAWF Self Registration

\* indicates mandatory field

**Logon Method \***

☒ User ID and Password

☐ Digital Certificate

[Continue](#) [Return](#)

Start | [Inbox - Micr...](#) | [Untitled - Me...](#) | [Wide Area ...](#) | [WAWF 3.0 ...](#) | [WAWF 3.0 ...](#) | [Untitled - Pri...](#) | Internet | 87° 4:28 PM



Create a Password that will be used always in WAWF - Must be 8 Characters  
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All  
Roles  
Logon

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























## WAWF Self Registration

\* indicates mandatory field

User ID \*

Whahoo12

Continue Return

Start |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 



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**Click on Pull Down and Select the Role that you**



All  
Roles  
Logon


**will be performing within WAWD**

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





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## WAWF Self Registration

\* indicates mandatory field

Role
Acceptor
Acceptor
Acceptor View Only
Admin By View Only
Auditor
Group Administrator
Help Administrator
Inspector/DCAA Auditor
Inspector/DCAA Auditor View Only
Issue By View Only
Local Processing Office
Local Processing Official View Only

Start |           Internet 4:36 PM



# Click on Register by DODAAC Only

*U.S. Army Contracting Agency*



All  
Roles  
Logon

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## WAWF Self Registration

\* indicates mandatory field

Select the method of registration:\*

- ☒ Register by DoDAAC
- ☐ Register by MAPAC

[Continue](#) [Return](#)

Start | [Inbox - Micr...](#) | [Untitled - M...](#) | [Wide Area ...](#) | [WAWF 3.0 ...](#) | [WAWF 3.0 ...](#) | [Untitled - Pr...](#) | [Internet](#) | 4:42 PM



# Enter the Active DODAAC assigned *U.S. Army Contracting Agency*




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Roles  
Logon

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## WAWF Self Registration

\* indicates mandatory field

DoDAAC*	Extension
<input type="text" value="W45RBK"/>	<input type="text"/>
<input type="button" value="Continue"/>	<input type="button" value="Return"/>

Record the DODAAC Only that is used to order Goods and Services

Start | Internet | Inbox - M... | Deploy... | Microsoft... | WAWF Pr... | Contract ... | FW: Hist... | Wide Ar... | 9:48 PM



# Confirm Information and Profile & Check the Accountability Statement




All  
Roles  
Logon

then click on Register Now

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## WAWF Self Registration



\* indicates mandatory field

### Profile Information

First Name	Last Name	Commercial Phone	DSN Phone	Email	Rank	Title	Job Description	Action
Bill-Bob	Norton	999-999-9999	471-9999	Willie.Norton@amedd.army.mil	SES	Here For The Day	Ft Sam Houston, TX (MCRM-F)	

Userid	Action
Whahoo12	

### Role Information

Role	Group	Code	Extension	Action
Acceptor	MEDCOM HQ	W45B9H	TT45	 

To change information

To Trash or CXL

To Add Another Role or DODAAC

☐ **STATEMENT OF ACCOUNTABILITY \***  
I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

**Register Now** **Cancel**




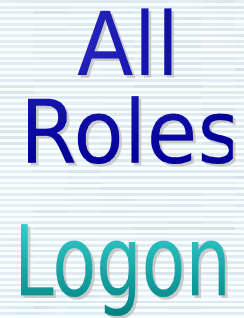
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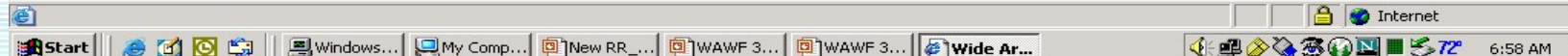
# WAWF Process Overview

## – Logon

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  - Self Registration
  - Logon (PKI or User ID Password)
  - Add Additional Roles
  - Group Administrator Functions
  - Email management by Location Code
  - User Activation/Deactivation
  - Password Changes
  - Government Inspector/Acceptor Functions
  - Create Receiving Report
  - View & Accept Document



Go to Production Website – <https://wawf.eb.mil>  
Ensure your not on training Website





# Click on Logon

## U.S. Army Contracting Agency



All  
Roles  
Logon

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### Wide Area WorkFlow

Release 3.0.1.1

**System Message:**  
**NOTICE**  
**We are experiencing some problems with the WAWF Local Director.**  
**If you are unable to logon through <https://wawf.eb.mil>, please log onto the WAWF server directly at <https://uogda801.ogden.disa.mil>**

[Logon](#) to WAWF-RA (Registered user only)  
[Self Register](#) to use WAWF-RA (New users)\*  
[Help](#) with registration for access to WAWF-RA

**\*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."**



**U.S. Army Contracting Agency**



Warning – DO NOT to use Browser buttons Only WAWF Action

All  
Roles  
Logon


Buttons. Click on OK

Wide Area Work Flow Version 3.0 - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print View Source WAWF Links

Address <https://wawf.eb.mil/> Go Links

  
**Wide Area Workflow**

[Home](#)

[Customer Support](#)

DISA WESTHEM  
Area Command Ogden  
Customer Service Center  
CONUS ONLY 1-866-618-5986  
COMMERCIAL: 801-605-7095  
DSN: 388-7095  
FAX COMMERCIAL: 801-605-7  
FAX DSN: 388-7453  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

[About WAWF - RA](#)

[What's New](#)

[Security & Privacy](#)

[Warning and Disclaimers](#)

[Active DoDAACs and Roles](#)


[WAWF-RA 2.0D Archive](#)

[Find DCAA DoDAAC in Audit Office Locator](#)

**Wide Area WorkFlow**

Release 3.0.1.1

**Microsoft Internet Explorer**

 **WARNING!**

Please DO NOT use the browser BACK BUTTON within the WAWF application.


The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.

Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.

DO NOT use the backspace key in any uneditable field, as this will function as the back button.

Where they exist, use the RETURN or CANCEL buttons to return to a previous page within the WAWF application.

**\*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."**



<https://wawf.eb.mil/servlet/Logon?frame=y>

Start | Windows... | My Comp... | New RR... | WAWF 3... | WAWF 3... | Wide Ar... | Untitled -... | Internet | 72° | 7:09 AM



Enter User ID and Password

Click Submit

**U.S. Army Contracting Agency**



All  
Roles  
Logon

Address https://skyraider.slidell.disa.mil/index.html Go Links

## Wide Area Workflow

### WAWF - Logon

**User Id**

**Password**

Select Certificate

**Wide Area Workflow**

[Home](#)

[Customer Support](#)

DISA WESTHEM  
Area Command Ogden  
Customer Service Center  
1-800-392-1798, Option 1  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

[About WAWF - RA](#)

[Release News](#)

[Training Instructions](#)

[Security & Privacy](#)

[Warning and Disclaimers](#)

[Active DoDAACs and Role](#)



**U.S. Army Contracting Agency**



All  
Roles  
Logon


If invalid ID/Password try again. WAWF will allow three attempts then will end your Logon secession.

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail News RSS Feeds

Address <https://wawf.eb.mil/servlet/Logon> Go Links >>



Wide Area Workflow

[Home](#)

[Customer Support](#)

DISA WESTHEM  
Area Command Ogden  
Customer Service Center  
CONUS ONLY 1-866-618-5988  
COMMERCIAL: 801-605-7095  
DSN: 388-7095  
FAX COMMERCIAL: 801-605-7453  
FAX DSN: 388-7453  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

► [About WAWF - RA](#)

► [What's New](#)

[Security & Privacy](#)

[Warning and Disclaimers](#)

[Active DoDAACs and Roles](#)

[WAWF-RA 2.0D Archive](#)

[Find DCAA DoDAAC in Audit Office Locator](#)

Invalid Userid/Password

## WAWF - Logon

User Id

Password

Select Certificate

Submit Return

If you have forgotten your WAWF password, please contact your group administrator or Customer Support.

Start Windows... My Comp... New RR... WAWF 3... WAWF 3... Wide Ar... Untitled -... Internet 7:18 AM



## U.S. Army Contracting Agency



Logon Seccession Ended. Click on the Home menu button & go to a different server and try Logon again.


All  
Roles  
Logon

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://wawf.eb.mil/servlet/Logon> Go Links



**Wide Area Workflow**

[Home](#)

[Customer Support](#)

DISA WESTHEM  
Area Command Ogden  
Customer Service Center  
CONUS ONLY 1-866-618-5988  
COMMERCIAL: 801-605-7095  
DSN: 388-7095  
FAX COMMERCIAL: 801-605-7453  
FAX DSN: 388-7453  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

[About WAWF - RA](#)

[What's New](#)

[Security & Privacy](#)

[Warning and Disclaimers](#)

[Active DoDAACs and Roles](#)

[WAWF-RA 2.0D Archive](#)

[Find DCAA DoDAAC in Audit Office Locator](#)

**Wide Area Workflow**

An error has occurred in Logon.  
Cause = Invalid Userid/Password  
Error = Three Logon Attempts

*Please Call the WAWF helpdesk. Select an item from the left menu to return to the application.*

Sat Sep 27 06:21:13 MDT 2003

**DoD Wide Area Workflow -- Invoice, Receiving Report, and Payment Folder -- DoD Paperless or contracting**

Invalid Userid/Password

**WAWF - Logon**

User Id

Password

Select Certificate

If you have forgotten your WAWF password, please contact your group administrator or Customer Support.

Start Windows... My Comp... New RR... WAWF 3... WAWF 3... Wide Ar... Untitled -... Internet 7:21 AM



# PKI Certificate Logon

Click on Select Certificate

**U.S. Army Contracting Agency**



All  
Roles  
Logon



## Wide Area Workflow

[Home](#)

[Customer Support](#)

DISA WESTHEM  
Area Command Ogden  
Customer Service Center  
1-800-392-1798, Option 1  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

▶ [About WAWF - RA](#)

▶ [Release News](#)

[Security & Privacy](#)


[Warning and Disclaimers](#)

## Wide Area Workflow

### WAWF - Logon

User Id

Password



If you have forgotten your WAWF password, please



# Select a Certificate

U.S. Army Contracting Agency



All  
Roles  
Ligon

Select Certificate

Select the certificate you want to use.

Issued to	Issued by	Intende...	Friendly ...	Expiratio...	Location
iapsgo...	JITC Do...	<All>	iapsgov...	3/20/2005	Not avail...
Three....	JITC Do...	<All>	Three.W...	3/20/2005	Not avail...

OK Cancel View Certificate

slidell.disa.mil/ Go

Area Workflow

Ligon

User Id

Password

Select Certificate

Submit Return

If you have forgotten your WAWF password, please



Click on Submit after certificate number appears.  
**U.S. Army Contracting Agency**



All  
Roles  
Lagon

**Wide Area Workflow**

[Home](#)

[Customer Support](#)

DISA WESTHEM  
Area Command Ogden  
Customer Service Center  
1-800-392-1798, Option 1  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

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[Warning and Disclaimers](#)

## WAWF - Logon

User Id

Password

iapsgoveone.DF.3010020137

If you have forgotten your WAWF password, please



Log on successful – choose required functions on the menu bar left  
**U.S. Army Contracting Agency**



All  
Roles  
Logon

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print View Source

Address https://uogda801.ogden.disa.mil/servlet/Login

Wide Area Workflow

UserID: bhhorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\] Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[+\] Group Administrator](#)

[\[+\] Inspector](#)

[FTP/EDI Guides & Supporting Documents](#)

[Software Users Manual](#)

[Submit New Requirements](#)

Please start by selecting one of the links from the left menu.

## WARNING!

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- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

Done

Start Windows... My Comp... New RR... WAWF 3... WAWF 3... Wide Ar... Untitled -... Internet

7:31 AM



U.S. Army Contracting Agency

# Click on Submit



All  
Roles  
Ligon

**Wide Area Workflow**

**WAWF - Logon**

User Id

Password

iapsgoveone.DF.3010020137

**Submit** **Return**

If you have forgotten your WAWF password, please

**Wide Area Workflow**

[Home](#)

[Customer Support](#)

DISA WESTHEM  
Area Command Ogden  
Customer Service Center  
1-800-392-1798, Option 1  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)


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► [Release News](#)

[Security & Privacy](#)

[Warning and Disclaimers](#)



- 
- For All Roles
  - Self Registration
  - Logon (PKI or User ID Password)
  - Add Additional Roles
  - Group Administrator Functions
  - Email management by Location Code
  - User Activation/Deactivation
  - Password Changes
  - Government Inspector/Acceptor Functions
  - Create Receiving Report
  - View & Accept Document



Click on Add Additional Roles

**U.S. Army Contracting Agency**



All  
Roles  
Add Roles



Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print View Source

Address <https://wawf.eb.mil/servlet/Login> Go Links

Wide Area Workflow

UserID: bhhorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[+]Acceptor

[+]Group Administrator

[FTP/EDI Guides & Supporting Documents](#)

[Software Users Manual](#)

[Submit New Requirements](#)

[Display Units of Measure Table](#)

[Display Pay DoDAACs Table](#)

Please start by selecting one of the links from the left menu.

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Start WAWF 3.0 GovTraining Wide Area Work Flow - ...

Internet 5:17 AM



Click on Pull Down and Select Your Role

**U.S. Army Contracting Agency**



All  
Roles  
Add Roles

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://wawf.eb.mil/servlet/Login

Wide Area Workflow

UserID: whorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\] Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[+\] Group Administrator](#)

[Pay Official View Only](#)

[FTP/EDI Guides & Supporting Documents](#)

[Software Users Manual](#)

[Submit New Requirements](#)

**Add Role**

\* indicates mandatory field

Role
Acceptor
Acceptor
Acceptor View Only
Admin By View Only
Group Administrator
Inspector/DCAA Auditor
Inspector/DCAA Auditor View Only
Issue By View Only
Local Processing Office
Local Processing Official View Only
Pay Official
Pay Official View Only

Done

Start Microsoft PowerPoint - [...] Wide Area Work Flow - ...

Internet 79° 5:48 AM



Select Register by DODAAC

Then click on Continue

**U.S. Army Contracting Agency**




All  
Roles  
Add Roles

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Copy Paste Address <https://wawf.eb.mil/servlet/Logon> Go Links

 Wide Area Workflow

UserID: whorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\] Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[+\] Group Administrator](#)

[Pay Official View Only](#)

[FTP/EDI Guides & Supporting Documents](#)

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### Add Role

\* indicates mandatory field

Select the method of registration:\*

☒ Register by DoDAAC

☐ Register by MAPAC

Microsoft PowerPoint - [...] Wide Area Work Flow -...

Internet 79° 5:50 AM



Enter your DODAAC only - Then click on Continue  
***U.S. Army Contracting Agency***



All  
Roles  
Add Roles

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print View Source

Address https://wawf.eb.mil/servlet/Login Go Links

**Wide Area Workflow**

UserID: whorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\]Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[+\]Group Administrator](#)

[Pay Official View Only](#)

[FTP/EDI Guides & Supporting Documents](#)

[Software Users Manual](#)

[Submit New Requirements](#)

### Add Role

\* indicates mandatory field

DoDAAC*	Extension
W45RBK	

[Continue](#) [Return](#)

Start | Microsoft PowerPoint - [...] | Wide Area Work Flow - ... | Internet | 79° | 5:57 AM



U.S. Army Contracting Agency



Additional Roles click on Folders under the Trash Can or to Delete Role click on Trash Can

All Roles

Add Roles

Wide Area Work Flow Version 3.0 - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print View Source

Address https://uogda801.ogden.disa.mil/index.html

Wide Area Workflow

### WAWF Self Registration

\* indicates mandatory field

#### Profile Information

First Name	Last Name	Commercial Phone	DSN Phone	Email	Rank	Title	Job Description	Action
willie	crunch	210-333-2810	472-2810	willie.crunch2@amedd.army.mil	GS11	Warehouse Supervisor	Ft Bliss (MCRM-L)	

Userid	Action
gonefor12	

#### Role Information

Role	Group	Code	Extension	Action
Acceptor	MEDCOM HQ	W45RBY		

**Delete Roles**

**Add More Roles or DODAACs**

☐ **STATEMENT OF ACCOUNTABILITY \***  
I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

Start | Drafts | Deploy | Microso... | WAWF | Contra... | FW: Hi... | Wide A... | Untitle... | Internet | 10:43 PM



## U.S. Army Contracting Agency



To Confirm Roles click on Statement Block  
and click on Submit

All  
Roles  
Add Roles

Wide Area Work Flow Version 3.0 - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://uogda801.ogden.disa.mil/index.html> Go Links

Wide Area Workflow

[Home](#)

[Customer Support](#)

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Customer Service Center  
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DSN: 388-7095  
FAX COMMERCIAL: 801-605-7  
FAX DSN: 388-7453  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

[About WAWF - RA](#)

[What's New](#)

[Security & Privacy](#)

[Warning and Disclaimers](#)

[Active DoDAACs and Roles](#)

[WAWF-RA 2.0D Archive](#)

[Find DCAA DoDAAC in Audit Office Locator](#)

### WAWF Self Registration

\* indicates mandatory field

#### Profile Information

First Name	Last Name	Commercial Phone	DSN Phone	Email	Rank	Title	Job Description	Action
willie	crunch	210-333-2810	472-2810	willie.crunch2@amedd.army.mil	GS11	Warehouse Supervisor	Ft Bliss (MCRM-L)	

Userid	Action
gonefor12	

#### Role Information

Role	Group	Code	Extension	Action
Acceptor	MEDCOM HQ	W45RBK		
Inspector/DCAA Auditor	RWIN	W62ANG		

☐ **STATEMENT OF ACCOUNTABILITY \***  
I understand my obligation to protect my password and data. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

[Register Now](#) [Cancel](#)

Start Drafts... Deploy... Microso... WAWF... Contra... FW: Hi... Wide A... Untitle... Internet 10:52 PM



## WAWF Process Overview – GAM Functions

### *U.S. Army Contracting Agency*

---



- For All Roles
- Self Registration
- Logon (PKI or User ID Password)
- Add Additional Roles
- Group Administrator Functions
- Email management by Location Code
- User Activation/Deactivation
- Password Changes
- Government Inspector/Acceptor Functions
- Create Receiving Report
- View & Accept Document





# Click on Group Administrator + sign *U.S. Army Contracting Agency*




Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://uogda801.ogden.disa.mil/servlet/Login> Go Links



Wide Area Workflow

UserID: bhhorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\] Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[+\] Group Administrator](#)

[\[+\] Inspector](#)

[FTP/EDI Guides & Supporting Documents](#)

[Software Users Manual](#)

[Submit New Requirements](#)

## Wide Area Workflow

Please start by selecting one of the links from the left menu.

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Done

Start

C:\... D:\... In... W... W... RE... W... Wi... Un... F...

Internet

8:13 AM



# Select Location Code

## U.S. Army Contracting Agency



Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print View Source

Address Back to Wide Area Work Flow Version 3.0 | vlet/Logon

Go Links



Wide Area Workflow

UserID: bhhorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\] Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[-\] Group Administrator](#)

[Location Codes](#)

[Group Lookup](#)

[User Information](#)

[Activation](#)

[Reset Password](#)

[\[+\] Inspector](#)

## Wide Area Workflow

Please start by selecting one of the links from the left menu.

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Done

Start | Internet | C:\... | D:\... | Inb... | WA... | WA... | RE:... | WA... | Wid... | Unti... | FW... | 8:17 AM



# email changes

## U.S. Army Contracting Agency




Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://uogda801.ogden.disa.mil/servlet/Logon> Go Links

 Wide Area Workflow

UserID: bhhorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\]Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[-\]Group Administrator](#)

[Location Codes](#)

[Group Lookup](#)

[User Information](#)

[Activation](#)

[Reset Password](#)

[\[+\]Inspector](#)

Select Group Path to Administer

- ARMY / MEDICAL MACOM / ADLG
- ARMY / MEDICAL MACOM / ADLG
- ARMY / MEDICAL MACOM / AFIP
- ARMY / MEDICAL MACOM / AFPMB
- ARMY / MEDICAL MACOM / W - RMC / ALASKA
- ARMY / MEDICAL MACOM / AMEDD CS
- ARMY / MEDICAL MACOM / GP - RMC / BAMC
- ARMY / MEDICAL MACOM / NA - RMC / BELVOIR
- ARMY / MEDICAL MACOM / SE - RMC / BENNING MCCLELLAN
- ARMY / MEDICAL MACOM / NA - RMC / BRAGG
- ARMY / MEDICAL MACOM / SE - RMC / BUCHANAN PR
- ARMY / MEDICAL MACOM / SE - RMC / CAMPBELL

Done

Start C:\ D:\ In... W... W... RE... W... wi... Un... F... Internet 62° 8:20 AM



# U.S. Army Contracting Agency




Under Actions change Organizational, GAM, or Users with  
extensions email addresses

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Copy Paste

Address <https://uogda801.ogden.disa.mil/servlet/Logon> Go Links >>



Wide Area Workflow

UserID: bhhorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\]Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[-\]Group Administrator](#)

[Location Codes](#)

[Group Lookup](#)

[User Information](#)

[Activation](#)

[Reset Password](#)

[\[+\]Inspector](#)

## Wide Area Workflow

### Current Group: MEDICAL MACOM

There is 1 location code in this group.

	Location Code	Type	Org. Email	Action
1	W81KD4	DoDAAC	william.horton2@amedd.army.mil	<a href="#">Email</a> <a href="#">Extensions</a>

[Return to Select Group](#)

Click on Email to change the present Organizational Email address

Start | Internet | 8:34 AM

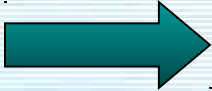


## WAWF Process Overview - Activate or Deactivate User

### ***U.S. Army Contracting Agency***

---



- 
- For All Roles
  - Self Registration
  - Logon (PKI or User ID Password)
  - Add Additional Roles
  - Group Administrator Functions
  - Email management by Location Code
  - User Activation/Deactivation
  - Password Changes
  - Government Inspector/Acceptor Functions
  - Create Receiving Report
  - View & Accept Document
    - 2in1 (Contract denotes Vendor to send invoice to Activity)
    - Combo (Contract denotes Vendor send invoice to DFAS)



# Click on Activation



## GAM Role

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://wawf.eb.mil/servlet/Login> Go Links

Wide Area Workflow

UserID: whorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\] Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[-\] Group Administrator](#)

[Location Codes](#)

[Group Lookup](#)

[User Information](#)

[Activation](#)

[Reset Password](#)

[Pay Official View Only](#)

Please start by selecting one of the links from the left menu.

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Start Wide Area Work Flo... Inbox - Microsoft Outlook WAWF 3.0 GovTraining WAWF 3.0 GAM GovTra... 7:09 AM



## U.S. Army Contracting Agency

Select Group Name will retrieve all users under assigned



# GAM Role

Group DODAAC(s) – click on submit

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail News RSS Feeds

Address https://wawf.eb.mil/servlet/Logon Go Links >>

### Wide Area Workflow

UserID: whorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\] Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[-\] Group Administrator](#)

[Location Codes](#)

[Group Lookup](#)

[User Information](#)

[Activation](#)

[Reset Password](#)

[Pay Official View Only](#)

### User Activation

\* indicates mandatory field

Search Criteria \*

UserId (case sensitive)	is exactly	<input type="text"/>
First Name	is exactly	<input type="text"/>
Last Name	is exactly	<input type="text"/>
Group Name		<input type="text"/>
Location Code	is exactly	<input type="text"/>
Extension	is exactly	<input type="text"/>
Role		<input type="text"/>
Active Status		<input type="text"/>

Continue Return

Other functions can narrow your search



## U.S. Army Contracting Agency



Many users can be activated at one time -

scroll down and click on submit

# GAM Role

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail News RSS Feeds

Address https://wawf.eb.mil/servlet/Logon Go Links

Wide Area Workflow

UserID: whorton

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[User Information](#)

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[Reset Password](#)

[Pay Official View Only](#)

### User Activation

\* indicates mandatory field

Sort by: Last Name Sort

Userid	First Name	Last Name	Role	Group	Location Code	Extension	Active	Status	Change Status
Lewi11	Lajos	Grof-Tisza	Admin By View Only	AMEDD CS	W45MW2		N		<input type="checkbox"/>
Lewi11	Lajos	Grof-Tisza	Acceptor View Only	AMEDD CS	W45MW2		N		<input type="checkbox"/>
whorton	William	Horton	Group Administrator	AMEDD CS			Y		<input type="checkbox"/>
bhorton	William (Bill)	Horton	Group Administrator	AMEDD CS			Y		<input type="checkbox"/>
whorton	William	Horton	Admin By View Only	AMEDD CS	W45MW2		Y		<input type="checkbox"/>
whorton	William	Horton	Acceptor View Only	AMEDD CS	W45MW2		Y		<input type="checkbox"/>
johnsonm	Michael	Johnson	Admin By View Only	AMEDD CS	W45MW2		N		<input type="checkbox"/>
johnsonm	Michael	Johnson	Acceptor View Only	AMEDD CS	W45MW2		N		<input type="checkbox"/>
pottss	Sharon	Potts	Group Administrator	AMEDD CS			Y		<input type="checkbox"/>
pottss	Sharon	Potts	Admin By View Only	AMEDD CS	W45MW2		N		<input type="checkbox"/>
pottss	Sharon	Potts	Acceptor View Only	AMEDD CS	W45MW2		N		<input type="checkbox"/>

Comments: Comments will be applied to all roles selected.

Done

Start Wide Area ... Inbox - Micr ... WAWF 3.0 ... WAWF 3.0 ... Document1 ... Internet 78° 7:49 AM



## WAWF Overview – User Password Change *U.S. Army Contracting Agency*

---



- For All Roles
- Self Registration
- Logon (PKI or User ID Password)
- Add Additional Roles
- Group Administrator Functions
- Email management by Location Code
- User Activation/Deactivation
- Password Changes
- Government Inspector/Acceptor Functions
- Create Receiving Report
- View & Accept Document



U.S. Army Contracting Agency



# Click On Group Administrator (+)


GAM  
Role

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://wawf.eb.mil/servlet/Login> Go Links

 Wide Area Workflow

UserID: bhhorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\]Acceptor](#)

[\[+\]Group Administrator](#)

[FTP/EDI Guides & Supporting Documents](#)

[Software Users Manual](#)

[Submit New Requirements](#)

[Display Units of Measure Table](#)

[Display Pay DoDAACs Table](#)

Please start by selecting one of the links from the left menu.

**WARNING!**

Please **DO NOT** use the browser **BACK BUTTON** within the WAWF application.

- The use of the browser's **BACK BUTTON** is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.
- **DO NOT** use the backspace key in any uneditable field, as this will function as the back button.
- Where they exist, use the **RETURN** or **CANCEL** buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

Start WAWF 3.0 GovTraining Wide Area Work Flow -...

Internet 79° 5:17 AM



# Select Reset Password



GAM  
Role

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Copy Paste

Address <https://wawf.eb.mil/servlet/Login> Go Links >>

Wide Area Workflow

UserID: whorton

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[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\] Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[-\] Group Administrator](#)

[Location Codes](#)

[Group Lookup](#)

[User Information](#)

[Activation](#)

[Reset Password](#)

[Pay Official View Only](#)

Please start by selecting one of the links from the left menu.

## WARNING!

- Please **DO NOT** use the browser **BACK BUTTON** within the WAWF application.
- The use of the browser's **BACK BUTTON** is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.
- **DO NOT** use the backspace key in any uneditable field, as this will function as the back button.
- Where they exist, use the **RETURN** or **CANCEL** buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

Start | Wide Area Work Flo... | Inbox - Microsoft Outlook | WAWF 3.0 GovTraining | WAWF 3.0 GAM GovTra... | Internet | 7:09 AM

Enter the persons User Id requiring their password to be changed



**U.S. Army Contracting Agency**



**GAM  
Role**

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://wawf.eb.mil/servlet/Logon> Go Links >>

Wide Area Workflow

UserID: whorton

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[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\]Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[-\]Group Administrator](#)

[Location Codes](#)

[Group Lookup](#)

[User Information](#)

[Activation](#)

[Reset Password](#)

[Pay Official View Only](#)

**Reset Password**

\* indicates mandatory field

→

Continue ↑

Start Wide Area Work Flo... Inbox - Microsoft Outlook WAWF 3.0 GovTraining WAWF 3.0 GAM GovTra... 78° 7:02 AM



**U.S. Army Contracting Agency**



Click on Reset Password and an email will be sent  
to the user with a one time for use password

**GAM  
Role**

Wide Area Work Flow - Microsoft Internet Explorer provided by FSH Custom Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print View Source

Address <https://wawf.eb.mil/servlet/Login> Go Links

Wide Area Workflow

UserID: whorton

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Password Maintenance](#)

[\[+\] Acceptor](#)

[Acceptor View Only](#)

[Admin By View Only](#)

[\[-\] Group Administrator](#)

[Location Codes](#)

[Group Lookup](#)

[User Information](#)

[Activation](#)

[Reset Password](#)

[Pay Official View Only](#)

### Reset Password

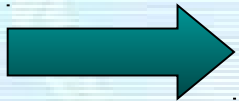
Profile Information

First Name	Last Name	Commercial Phone	DSN Phone	Email	Rank	Title	Job Description
William (Bill)	Horton	210-221-8706	471-8706	william.horton2@amedd.army.mil	GS11	ACSRM	MEDCOM - (MCRM-F)

[Reset Password](#)



- For All Roles
- Self Registration
- Logon (PKI or User ID Password)
- Add Additional Roles
- Group Administrator Functions
- Email management by Location Code
- User Activation/Deactivation
- Password Changes
- Government Inspector/Acceptor Functions
- Create Receiving Report
- View & Accept Document





# WAWF Process Overview - Create Receiving Report

## *U.S. Army Contracting Agency*



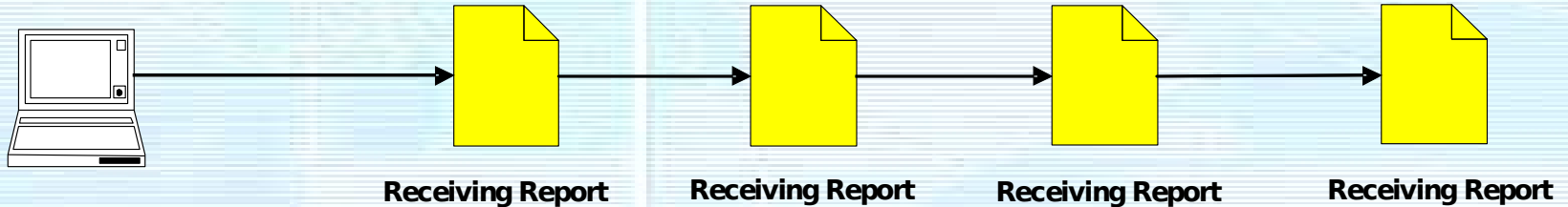
**Initiator**

**Inspector**

**Receiver  
Acceptor**

**Local  
Processing  
Official**

**Pay Office**



**Create Stand Alone Receiving Report Using WAWF-RA**



## U.S. Army Contracting Agency



Click on [+] for the Inspector or Acceptor Role

Inspector/  
Acceptor  
Role

Create RR



to create a receiving report

Address <https://skyraider.slidell.disa.mil/servlet/Logon> Go Links

**Wide Area Workflow**  
UserID: GovAcc30  
[Home](#)  
[My Profile Maintenance](#)  
[Add Additional Role](#)  
[Password Maintenance](#)  
[\[+\]Acceptor](#)  
[Acceptor View Only](#)  
  
[Submit Documents via FTP/EDI](#)  
[Software Users Manual](#)  
[Submit New Requirements](#)  
[Software Version Description](#)  
  
[Display Units of Measure Table](#)  
[Display Pay DoDAACs Table](#)

**Wide Area Workflow**

**Please start by selecting one of the links from the left menu.**

The use of the browser Back button is not supported within the WAWF application. Use of this button will cause unreliable results.

Please DO NOT use the browser Back button within the WAWF application.

Return Button is provided at the bottom of application pages for navigation purposes.



Click on create receiving report

**U.S. Army Contracting Agency**



Inspector/  
Acceptor  
Role

Create RR



Address https://skyraider.slidell.disa.mil/servlet/Logon

**Wide Area Workflow**  
UserID: GovAcc30  
[Home](#)  
[My Profile Maintenance](#)  
[Add Additional Role](#)  
[Password Maintenance](#)  
[Acceptor](#)  
[Create Receiving Report](#)  
[Access Acceptance Fold](#)  
[Access History Folder by DoDAAC](#)  
[Access History Folder by User](#)  
[Access Acceptance Hold Folder](#)  
[Access Rejected Receiving Reports](#)  
[Post Payment Review](#)  
[Acceptor View Only](#)  
[Submit Documents via FTP/Email](#)  
[Software Users Manual](#)  
[Submit New Requirements](#)  
[Software Version Description](#)  
[Display Units of Measure Table](#)

## Wide Area Workflow

**Please start by selecting one of the links from the left menu.**

The use of the browser Back button is not supported within the WAWF application. Use of this button will cause unreliable results.

Please DO NOT use the browser Back button within the WAWF application.

Return Button is provided at the bottom of application pages for navigation purposes.



Enter Required Data that has an asterisk, then click Continue



Inspector/  
Acceptor  
Role

Create RR

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency »

Back Forward Stop Home Search Favorites Print Mail News RSS Feeds

Address https://skyraider.slidell.disa.mil/servlet/Logon Go Links »

**Wide Area Workflow**

**Create New Document**

\* = Required Fields

Contract Number *	Delivery Order	Ship To Code/Ext. *
DAAB0797DB608	0014	HC1001

Continue Reset

Done

Start Inb... Wi... N:... Wi... Mic... 3 1/2 Floppy (A » Internet 9:28 AM

Office

Microsoft

Inspector/  
Acceptor  
Role

Create RR

Home

My Profile Maintenance

Add Additional Role

Acceptor

Create Receiving Report

Access Acceptance Folder

Access History Folder by DoDAAC

Access History Folder by User

Access Acceptance Hold Folder

Access Rejected Receiving Reports

Post Payment Review

Acceptor View Only

Submit Documents via FTP/EDI

Software Users Manual

Submit New Requirements

What's New

Display Units of Measure Table

Display Pay DoDAACs Table



Enter Pay Station DODAAC, the click Continue  
**U.S. Army Contracting Agency**



Inspector/  
Acceptor  
Role  
Create RR

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency >>

Back Forward Stop Reload Home Search Favorites Print Mail New Window New Tab


Address <https://skyraider.slidell.disa.mil/servlet/Login> Go Links >>


**Wide Area Workflow**

**Create New Document**

\* = Required Fields

Contract Number	Delivery Order	Ship To Code / Ext.	Pay DoDAAC *
DAAB0797DB608	0014	HC1001	<input type="text" value="F25700"/>





**Wide Area Workflow**

**UserID: GovAcc30**

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

☒ **Acceptor**

- [Create Receiving Report](#)
- [Access Acceptance Folder](#)
- [Access History Folder by DoDAAC](#)
- [Access History Folder by User](#)
- [Access Acceptance Hold Folder](#)
- [Access Rejected Receiving Reports](#)
- [Post Payment Review](#)

[Acceptor View Only](#)

[Submit Documents via FTP/EDI](#)

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[Submit New Requirements](#)

[What's New](#)

[Display Units of Measure Table](#)

[Display Pay DoDAACs Table](#)

Start Inb... Wi... N:\... Wi... Mic... 3 1/2 Floppy (A >> Internet 9:36 AM



# Select Receiving Report and Destination Insp. & Accept and click Continue

**U.S. Army Contracting Agency**



Inspector/  
Acceptor  
Role

Create RR

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency >>

Back Forward Stop Search Favorites Print Mail

Address <https://skyraider.slidell.disa.mil/servlet/Login> Go Links >>

Wide Area Workflow

UserID: GovAcc30

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[My Profile Maintenance](#)

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[Display Units of Measure Table](#)

[Display Pay DoDAACs Table](#)

## Create New Document

\* = Required Fields

Contract Number	Delivery Order	Ship To Code / Ext.	Pay DoDAAC
DAAB0797DB608	0014	HC1001	F25700

Select Document to Create: \*

☒ Receiving Report Inspection:  Acceptance:  ☐ From Invoice

Done

Start Inb... Wi... N:\... Wi... Mic...

3 1/2 Floppy (A >>)

Internet

9:36 AM



Enter required data that is indicated by a star then click  
on Continue

**U.S. Army Contracting Agency**



Inspector/  
Acceptor  
Role

Create RR

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency

Back Forward Stop Search Favorites Print Mail

Address https://skyraider.slidell.disa.mil/servlet/Logon Go Links

Wide Area Workflow

Create New Document

\* = Required Fields, Date = YYYY/MM/DD

Contract Number Delivery Order Ship To Code / Ext. Pay DoDAAC

DAAB0797DB608 0014 HC1001 F25700

Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.	Mark For Code / Ext.
1998/12/22	W15P7T	S0512A		

Ship From Code / Ext.	LPO DoDAAC *	Cage Code * / Ext.
HC1001		06481

Document Selected:

Receiving Report Destination Inspection / Destination Acceptance

Continue Return Reset

Submit Documents via FTP/EDI  
Software Users Manual  
Submit New Requirements  
What's New

Display Units of Measure Table

Display Pay DoDAACs Table

Inspector/ Acceptor Role  
Create RR

Office

Microsoft

Start Inb... Wi... N:\... Wi... Mic... 3 1/2 Floppy (A >> 9:37 AM



# U.S. Army Contracting Agency



Follow the Step Action Table and if a revised Rec. Rpt. ensure

after Shipment number record REV

Inspector/  
Acceptor  
Role

Create RR

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency

Address: https://skyraider.slidell.disa.mil/servlet/Login

Wide Area Workflow

UserID: GovAcc30

[Home](#)

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[Add Additional Role](#)

☐ Acceptor

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[Access Acceptance Hold Folder](#)  
[Access Rejected Receiving Reports](#)  
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[What's New](#)

[Display Units of Measure Table](#)  
[Display Pay DoDAACs Table](#)

**Data Capture - Receiving Report**

\* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point
DAAB0797DB608	0014	1998/12/22	D	D

☐ Supplies ☐ Services

Shipment No. *	Shipment Date *	Estim.	Final Shipment?
TRAINING02	2006/01/22		N

Government B/L Number	TCN	Gross Weight	FOB
			S

First Line Haul Mode ☐ Document Total \$0.00

STEP	ACTION
1	SELECT Supplies or Services
2	ENTER Shipment Number and Shipment Date
3	CLICK Line Item Tab

Done

Start Inb... Wi... N:\... Wi... Mic... 3 1/2 Floppy (A) Internet 9:37 AM



Click on Actions - blue file folders to add more

# CLINS/SLINS U.S. Army Contracting Agency



Inspector/  
Acceptor  
Role  
Create RR

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency

Back Forward Stop Reload Home Search Favorites Print Mail

Address https://skyraider.slidell.disa.mil/servlet/Logon Go Links

Wide Area Workflow

Header Addresses Mark For Comments Line Item

UserID: GovAcc30

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[Accepter](#)

[Create Receiving Report](#)

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[Acceptor View Only](#)

[Submit Documents via FTP/EDI](#)

[Software Users Manual](#)

[Submit New Requirements](#)

[What's New](#)

[Display Units of Measure Table](#)

[Display Pay DoDAACs Table](#)

Line Item Details:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
----------	----------------	------	--------------	------	------------	--------	---------

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

Office

Microsoft

Done

Start Inb... Wi... N:... Wi... Mic... 3 1/2 Floppy (A) Internet 9:38 AM



# Follow the Step Action Table

U.S. Army Contracting Agency

Inspector/  
Acceptor Role  
Create RR

Wide Area Workflow - Microsoft Internet Explorer

Address: https://skyraider.slidell.disa.mil/servlet/Login

Wide Area Workflow

UserID: GovAcc30

Home

My Profile Maintenance

Add Additional Role

[-] Acceptor

Create Receiving Report

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What's New

Display Units of Measure Table

Display Pay DoDAACs Table

Add CLIN/SLIN

\* = Required Fields

No. *	Stock No. *	Type *	Qty Shipped *	Unit *	Unit Price *
0001	123456	VP - Vendor's (Seller's) Part Number	2	EA	\$ 50

SDN	ACRN	GFE?	Advice Code	Amount
		N		\$ 100.00

Description \*

Goods

STEP	ACTION
1	ENTER Item Number, Stock Part Number, Type, Quantity Shipped, Unit, Unit Price, and Description- If a service record the to & from performance period time
2	CLICK Save CLIN/SLIN

Save CLIN/SLIN Return

Done

Start Inb... Wi... N:\... Wi... Mic...

3 1/2 Floppy (A >>)

Internet

9:38 AM



Review Summary of Line Item Details then click on  
Header Tab

**U.S. Army Contracting Agency**



Inspector/  
Acceptor  
Role  
Create RR

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency »

Back Forward Stop Reload Home Search Favorites Print Mail

Address <https://skyraider.slidell.disa.mil/servlet/Login> Go Links »

**Wide Area Workflow**

Header Addresses Mark For Comments Line Item

**Line Item Details:**

Item	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	23456	VP	2	EA	\$ 50	\$ 100.00	

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

**Wide Area Workflow**

UserID: GovAcc30

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

☐ Acceptor

[Create Receiving Report](#)

[Access Acceptance Folder](#)

[Access History Folder by DoDAAC](#)

[Access History Folder by User](#)

[Access Acceptance Hold Folder](#)

[Access Rejected Receiving Reports](#)

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[What's New](#)

[Display Units of Measure Table](#)

[Display Pay DoDAACs Table](#)

Done

Internet

Start Inb... Wi... N:\... Wi... Mic...

3 1/2 Floppy (A) »

9:39 AM



# Click on Create Document

U.S. Army Contracting Agency



Inspector/  
Acceptor  
Role

Create RR

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency »

Address https://skyraider.slidell.disa.mil/servlet/Login

Wide Area Workflow

UserID: GovAcc30

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[Access Acceptance Hold Folder](#)

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[Post Payment Review](#)

[Acceptor View Only](#)

[Submit Documents via FTP/EDI](#)

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[Submit New Requirements](#)

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[Display Units of Measure Table](#)

[Display Pay DoDAACs Table](#)

## Data Capture - Receiving Report

\* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	
DAAB0797DB608	0014	1998/12/22	D	D	<input checked="" type="radio"/> Supplies <input type="radio"/> Services

Shipment No. *	Shipment Date *	Estim.	Final Shipment?
TRAINING02	2003/04/22		N

Government B/L Number	TCN	Gross Weight	FOB
			S

First Line Haul Mode

Document Total

\$100.00

Create Document Return

Review receiving report to change data then scroll down to



U.S. Army Contracting Agency

submit document



Inspector/  
Acceptor  
Role

Create RR

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency >>

Back Forward Stop Home Search Favorites

Address https://skyraider.slidell.disa.mil/servlet/Login

Go Links >>

Wide Area Workflow

Header Line Item Addresses Misc. Info

Wide Area Workflow

UserID: GovAcc30

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[My Profile Maintenance](#)

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[Access History Folder by DoDAAC](#)

[Access History Folder by User](#)

[Access Acceptance Hold Folder](#)

[Access Rejected Receiving Reports](#)

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## RECEIVING REPORT

\* = Required Fields

Contract Number	Delivery Order	Issue Date	<input checked="" type="checkbox"/> Supplies
DAAB0797DB608	0014	1998/12/22	<input type="checkbox"/> Services

Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point	<input type="checkbox"/> CoC
TRAINING02	2003/04/22	N	D	D	<input type="checkbox"/> ARP

B/L Number	TCN	First Line Haul Mode	Gross Weight	FOB
				S

Summary of Detail Level Information			Total
1	CLIN/SLIN(s)		\$100.00
			\$100.00

### Routing Information

Prime Contractor	Ship From
Cage Code: 06481 Extension:	Code: HC1001 Extension:
Name: LITTON SYSTEMS, INC.	Name: DISA INTERNAL SUPPORT BRANCH
Administered By	Ship To
DoDAAC: S0512A	Code: HC1001 Extension:

Done

Start Inb... Wi... N:\... Wi... Mic...

3 1/2 Floppy (A >>)

Internet

9:40 AM



If document is correct click on Submit  
**U.S. Army Contracting Agency**



Inspector/  
Acceptor  
Role  
Create RR

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency »

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**Wide Area Workflow**  
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## Wide Area Workflow

Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point	<input type="checkbox"/> CoC <input type="checkbox"/> ARP
TRAINING02	2003/04/22	N	D	D	

B/L Number	TCN	First Line Haul Mode	Gross Weight	FOB
				S

Summary of Detail Level Information			Total
1	CLIN/SLIN(s)		\$100.00
			\$100.00

### Routing Information

<b>Prime Contractor</b>	<b>Ship From</b>
Cage Code: 06481 Extension:	Code: HC1001 Extension:
Name: LITTON SYSTEMS, INC.	Name: DISA INTERNAL SUPPORT BRANCH
<b>Administered By</b>	<b>Ship To</b>
DoDAAC: S0512A	Code: HC1001 Extension:
Name: DCMA VAN NUYS	Name: DISA INTERNAL SUPPORT BRANCH
<b>Payment Official</b>	<b>Issue By</b>
DoDAAC: F25700	DoDAAC: W15P7T
Name: ACCTG DISB STA NR 525700	Name: XR HQ USA CECOM



# U.S. Army Contracting Agency



Inspector/  
Acceptor  
Role  
Create RR

Receiving report submission complete, send additional

emails click on blue link

Wide Area Work Flow - Microsoft Internet Explorer

File Edit View Favorites Tools Help Defense Agencies Defense Logistics Agency - DLA Defense Intelligence Agency National Security Agency

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Address: https://skyraider.slidell.disa.mil/servlet/Login Go Links

**Wide Area Workflow**

The Destination Inspection and Acceptance Receiving Report has been submitted successfully.

Contract Number	Delivery Order	Shipment Number	Invoice Number
DAAB0797DB608	0014	TRAINING02	

Email sent to Acceptor: wawf\_undel@ecedi.nit.disa.mil  
Email sent to Vendor: wawf\_undel@ecedi.nit.disa.mil

[Send More Email Notifications](#)

[Return](#)

Tue Apr 22 08:38:32 CDT 2003

Done

Start Inb... Wi... N:... Wi... Mic... 3 1/2 Floppy (A) Internet 9:41 AM

Office

Microsoft



- For All Roles
- Self Registration
- Logon (PKI or User ID Password)
- Add Additional Roles
- Group Administrator Functions
- Email management by Location Code
- User Activation/Deactivation
- Password Changes
- Government Inspector/Acceptor Functions
- Create Receiving Report
- View & Accept Document





# U.S. Army Contracting Agency



Enter DoDAAC or other optional information

Inspector/  
Acceptor  
Role  
Ins/Acc  
2in1

Wide Area Workflow - Microsoft Internet Explorer

Address: https://skyraider.slidell.disa.mil/servlet/Login

**Wide Area Workflow**

UserID: GovAcc30

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**Search Criteria**

\* = Required Fields

<b>Contract Number</b>	<b>Delivery Order</b>
<input type="text"/>	<input type="text"/>
<b>DoDAAC/CAGE *</b>	<b>Vendor CAGE</b>
Select Location Code <input type="text"/>	<input type="text"/>
<b>Shipment No.</b>	<b>Invoice Number</b>
<input type="text"/>	<input type="text"/>
<b>Type Document</b>	<b>Status</b>
All Documents <input type="text"/>	All Documents <input type="text"/>
<b>Issue Date (YYYY/MM/DD)</b>	<b>Issue Date End (YYYY/MM/DD)</b>
<input type="text"/>	<input type="text"/>
<b>Acceptance Date (YYYY/MM/DD)</b>	<b>Acceptance Date End (YYYY/MM/DD)</b>
<input type="text"/>	<input type="text"/>



U.S. Army Contracting Agency

# Click Submit



Inspector/  
Acceptor  
Role  
Ins/Acc  
2in1

Address https://skyraider.slidell.disa.mil/servlet/Login

**Wide Area Workflow**

UserID: GovAcc30

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Type Document	Status
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>
Issue Date (YYYY/MM/DD)	Issue Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>

**DoD Wide Area Workflow - Invoice, Receiving Report, and Payment Folder - DoD Paperless Contracting**



# View documents by clicking on them

## U.S. Army Contracting Agency



Inspector/  
Acceptor  
Role  
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2in1

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### Wide Area Workflow

#### Acceptance Folder for DoDAAC 'C1001' (3 items, sorted by Contract)

Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	Stat
1	Receiving Report	06481	<a href="#">DAAB0797DB608</a>	0014	<a href="#">AAA1237</a>		Submitted	<a href="#">H</a>			
2	Invoice 2in1	1M3V0	<a href="#">DAAB0797DB608</a>	0014	<a href="#">AAA1245</a>		Submitted	<a href="#">H</a>	<a href="#">14</a>	<a href="#">2003-02-10</a>	Subm
3	Combo	1RD52	<a href="#">DAAB0797DB608</a>	0014	<a href="#">1234SCOT</a>		Inspected	<a href="#">H</a>	<a href="#">SCOT1234</a>	<a href="#">2003-02-06</a>	Subm

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Blue are executive links

Red Indicates Discount being offered



U.S. Army Contracting Agency

# Scroll to the bottom



Inspector/  
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2in1

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## Wide Area Workflow

UserID: GovAcc30

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## Wide Area Workflow

### INVOICE 2-in-1

\* = Required Fields

**Contract Number**

DAAB0797DB608

**Delivery Order**

0014

**Issue Date**

1998/08/13

**Invoice Number**

14

**Invoice Date**

2003/01/01

**Final Invoice**

N

**Invoice Received Date**

2003/02/10

**Discounts**

3 % 15 Days

#### Summary of Detail Level Information

**Total**

1 CLIN/SLIN(s)

\$30.00

0 Miscellaneous Amount(s)

\$0.00

\$30.00

**Shipment Number**

AAA1245

**Shipment Date**

2003/01/01

**Final Shipment**

N

#### Routing Information

**Prime Contractor**

**Cage Code:** 1M3W0 **Extension:**

**Name:** CACI, INC.-FEDERAL

**Administered By**

**DoDAAC:** S0512A

**Name:** DCMA VAN NUYS

**Service Acceptor**

**Code:** HC1001 **Extension:**

**Name:** DISA INTERNAL SUPPORT BRANCH



Inspector Click on the Line Item tab and enter quantity received. Then enter Date Received and click on submit.

**U.S. Army Contracting Agency**



Inspector/  
Acceptor  
Role  
Ins/Acc  
2in1

**Wide Area Workflow**

Code: HC1001    Extension:    DoDAAC: F25700

Name: DISA INTERNAL SUPPORT BRANCH    Name: ACCTG DISB STA NR 525700

Issue By

DoDAAC: W15P7T

Name: XR W4GV USA HQ COMM ELECT  
CMD

ACTION BY: HC1001 \*

☐ CQA  
☐ Acceptance  
☐ Reject to Initiator

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

Date Received:  YYYY/MM/DD

YYYY/MM/DD

Signature

Signature Of Authorized Government Representative



**U.S. Army Contracting Agency**



Inspector/  
Acceptor  
Role  
Ins/Acc  
2in1

Click on the Line Item tab and enter quantity received  
Enter Acceptance information and click on Signature

Address <https://skyraider.slidell.disa.mil/servlet/Login> Go Links

### Wide Area Workflow

AAA1245 2003/01/01 N

**UserID: GovAcc30**

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**Routing Information**

**Prime Contractor**  
Cage Code: 1M3WD Extension:  
Name: CACI, INC.-FEDERAL

**Service Acceptor**  
Code: HC1001 Extension:  
Name: DISA INTERNAL SUPPORT BRANCH

**Payment Official**  
DoDAAC: N68688  
Name: DEFENSE FINANCE AND ACCOUNTING SERV

**Issue By**  
DoDAAC: N00421 Extension:  
Name: NAVAL AIR WARFARE CENTER AIR DIV

**DoDAAC: W15P7T**  
Name: XR HQ USA CECOM

**ACTION BY: HC1001 \***

☐ Inspected  
☐ Accepted and conforms to the contract except as noted  
☐ Reject to Initiator

**Date Received:** YYYY/MM/DD

I certify that the services have been received and were accepted.  
YYYY/MM/DD  
Date

**Signature**  
Signature Of Authorized Government Representative

**Submit** **Return**



**U.S. Army Contracting Agency**

Enter Password  
Click Continue



Inspector/  
Acceptor  
Role  
Ins/Acc  
2in1

Address https://skyraider.slidell.disa.mil/servlet/Login

Wide Area Workflow

UserID: GovAcc30

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☒ **Acceptor**

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## Wide Area Workflow

### WAWF Password Confirmation

User Id: GovAcc30




U.S. Army Contracting Agency

# Click Submit



Inspector/  
Acceptor  
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2in1

Address <https://skyraider.slidell.disa.mil/servlet/Login> Go Links

  
**Wide Area Workflow**

UserID: GovAcc30

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**Wide Area Workflow**

Shipment Number	Shipment Date	Final Shipment
AAA1245	2003/01/01	N

**Routing Information**


<b>Prime Contractor</b> Cage Code: 1M3WD Extension: Name: CACI, INC.-FEDERAL	<b>Administered By</b> DoDAAC: S0512A Name: DCMA VAN NUYS
<b>Service Acceptor</b> Code: HC1001 Extension: Name: DISA INTERNAL SUPPORT BRANCH	
<b>Payment Official</b> DoDAAC: N68688 Name: DEFENSE FINANCE AND ACCOUNTING SERV	<b>Issue By</b> DoDAAC: W15P7T Name: XR HQ USA CECOM

**ACTION BY: HC1001 \***

☒ Inspected  
☒ Accepted and conforms to the contract except as noted  
☐ Reject to Initiator

I certify that the services have been received and were accepted.  
2003/01/01 GovAcc30  
Date Signature Of Authorized Government Representative

Received: 2003/01/03

 Submit Return



You will receive a message that it was submitted successfully

***U.S. Army Contracting Agency***



Inspector/  
Acceptor  
Role  
Ins/Acc  
2in1

Address https://skyraider.slidell.disa.mil/servlet/Login Go

### Wide Area Workflow

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## Wide Area Workflow

The Invoice 2-in-1 (Services Only) has been accepted successfully.

Contract Number	Delivery Order	Shipment Number	Invoice Number
DAAB0797DB608	0014	AAA1245	14

Email sent to Local Processing Office: wawf\_undel@ecedi.nit.disa.mil  
Email sent to Vendor: wawf\_undel@ecedi.nit.disa.mil

Mon Feb 10 13:20:12 CST 2003



## WAWF Step by Step – Tool To Manage Interest

### ***U.S. Army Contracting Agency***

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- For All Roles
- Self Registration
- Logon (PKI or User ID Password)
- Add Additional Roles
- Group Administrator Functions
- Email management by Location Code
- User Activation/Deactivation
- Password Changes

### Government Inspector/Acceptor Functions

- Create Receiving Report
- View & Accept Document



## Business Rules

**U.S. Army Contracting Agency**

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- *All Activities will operate at the basic DODAAC Only*
  - **NO EXTENSIONS WILL BE USED**
- *No Invoice's over 30 days old in CAPS-W*
  - *Without a receiving report being submitted, dialogue with the Vendor for a POD, or to DFAS to back the invoice out due to non-receipt of goods. Services non-performance coordinate with your Contracting Officer then with DFAS.*
- *Ensure the entire Inspection and Acceptance process is completed within 5 working days - unless contract denotes differently*
- *All purchase request will have affixed to them a Contract Data Distribution Memo (CDDM)*



# Business Rules



- Documents rejected back to an initiator must clearly state the reason(s) of rejection and how to correct*
- 2-N-1 document are the preferred document for the receipt of goods and services*
- Daily go into WAWF to verify if documents have been submitted and requiring you to process*